

WATER DISTRIBUTION FIELD COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Water Distribution Field Coordinator exists is to assist in the coordination and scheduling of skilled crews as well as performing skilled work installing, maintaining and repairing the City's Water and Wastewater distribution and collections systems. This classification involves lead worker responsibility and works with minimal supervision. This position is currently assigned to the City's Planet Ranch (remote location) and reports to a Water Resource Engineer.

ESSENTIAL FUNCTIONS

Monitors, schedules and dispatches crews of employees who install, maintain and repair the city's Water and Wastewater distribution and collection systems.

Performs construction and fabrication at work sites.

Communicates goals of the division/department; assists in the development of plans and measurement for evaluation; and provides information for the evaluation of the performance of personnel. Visually observes and monitors performance to determine compliance with all prescribed operating and safety practices.

Supports employee involvement in decision-making to assist them in meeting individual goals and promotes positive employee attitudes.

Completes special projects as assigned and deemed necessary at the Planet Ranch facility.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Technical responsibilities of operating and maintaining a water distribution and wastewater collection system.

Current emergency response plans for water and wastewater systems.

Ability to:

Work rotating weekend shifts and a call-out schedule.

Perceive and interpret customer needs and translate them into effective solutions and operational policy.

Supervise crews performing a variety of duties at a variety of skill levels; observe, review and check the work of staff members to ensure conformance to standards.

Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.

Enter data or information into a terminal, PC or other keyboard device.

Communicate effectively both verbally and in writing.

Listen and communicate effectively with a diverse group of people.

Prioritize own and others schedule and work tasks and complete work within specified time periods and deadlines.

Move and lift heavy objects (50 pounds or more) both short and long distances.

Walk up and down stairs and over rough terrain.

Work in adverse conditions, including extreme hot temperatures, cold temperatures, wind, rain and a high volume of noise.

Education & Experience

Three years experience in the installation, maintenance and repair of water and wastewater facilities. Some experience in a lead worker capacity is desirable.

No major driving citations in the last 39 months for all driving positions.

Must possess State of Arizona Operator Certification II, Water Distribution and Wastewater Collection (or obtain within two years of receiving position.)

FLSA Status: Non-exempt

HR Ordinance Status: Classified